

Port Broughton Kindergarten

Arrival and Departure Policy



Preschool Parent Responsibilities

1. Parents and/or Caregivers **MUST** enter the centre to deliver and collect children. Occasionally if the need arises and exception can be made with staff approval.
2. Preschool sessions do not begin until 8:30am and doors are locked until this time to allow staff to prepare for the session. Parents and/or Caregivers are responsible for the supervision of their children until this time.
3. Preschool sessions finish at 3:00pm on Tuesdays and Thursdays and 12.30pm on Wednesday sessions.
4. **NO** child will be permitted to leave the centre until the parent or caregiver has entered the grounds and the child has been farewelled by a staff member.
5. If the regular parent/ caregiver cannot collect your child from the centre, please fill in and sign the pink "Collection of children" folder or phone with details. Please inform staff know of the alternative arrangement you have made
6. Parents must sign children in and out of each session.

Bus Arrangements

In accordance with the Department of Education and Children's Development (DECD) *School Transport Policy*, Principals and District Directors may approve non-entitled students to travel on existing school busses under certain conditions. Non-entitled students include pre-school children.

If children are to use school buses the following steps need to take place.

1. Permission for Transport of Ineligible Students on a School Bus form needs to be completed and signed by parent and approved by the school bus coordinator.
2. Children will be met at the bus bay by a staff member upon arrival.
3. Upon departure children are to be accompanied by a staff member to the school bus departure area. The staff member is to see that the children board the bus.

Preschool Staff Responsibilities

1. A staff member is to greet the children upon arrival at the centre.
2. A staff member will meet the buses as they arrive.
3. Staff members must farewell children only on sight of their parent/ caregiver entering the Kindy grounds or according to parent/ caregiver instructions in the "Collection of children" folder.

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Issue Date: August 2017

Review Date: August 2019

Signed: _____
Chairperson – Governing Council

Director – Port Broughton Kindergarten